



**JOSEPH KELLY**  
TREASURER AND TAX COLLECTOR

## COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

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March 17, 2015


The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16 March 17, 2015

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

### **RECOMMENDATION TO APPROVE AMENDMENT NUMBER TWO TO CONTRACT NUMBER 76070 WITH OPEX CORPORATION FOR CONTINUED MAINTENANCE AND SUPPORT SERVICES FOR MAIL PROCESSING EQUIPMENT (ALL DISTRICTS - 3 VOTES)**

#### **SUBJECT**

The Treasurer and Tax Collector (TTC) is recommending approval of Amendment Number Two to Contract Number 76070 (Contract) with OPEX Corporation (OPEX) to extend the current term of the Maintenance and Support Services contract for mail processing equipment through January 31, 2017, with two optional one-year renewals for a total of four years.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Mayor to sign the attached sole source Amendment Number Two to Contract Number 76070 with OPEX to extend the Contract through January 31, 2017, with two optional one-year renewals for a total of four years for the continued Maintenance and Support Services for the County-owned mail processing equipment for the TTC, with a maximum contract amendment sum through the initial two-year extension period not to exceed \$291,209, commencing on April 3, 2015, or the date of the Board of Supervisors' (Board) approval, whichever is later.
2. Delegate authority to the Treasurer and Tax Collector or his designee to execute amendments to the Contract that: (a) extend the term of the Contract for each of the two optional one-year renewals provided in the Contract, and (b) make necessary modifications to the Contract in connection with each such extension.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The TTC is the centralized remittance processor for the County and certain affiliated agencies (e.g., Superior Court). In this capacity, the TTC processes over 8 million remittances annually valued at \$14.5 billion. The TTC utilizes three interdependent components to provide maintenance, support, and professional services for the Remittance Processing, Document Management, and Automated Cashiering Systems (System). These components are provided and maintained through agreements with Wausau Financial Systems, Inc. (Wausau), CORE Business Technologies (CORE), and OPEX.

The TTC intended to release a competitive solicitation for a replacement system in 2007. The Department hired a consultant to analyze the System, review its existing functionality, compare it to other systems in the marketplace, and develop options and requirements for a potential System replacement. The consultant noted that some components of the System (at that time) were nearing the end of their useful lives and would need to be upgraded. The TTC, in conjunction with the consultant, developed a projected system replacement cost of \$8 million to \$10 million. As funding for a complete system replacement was not available at that time, it was determined that an upgrade would be the most cost-effective means of bringing the System into compliance and to maintain functionality. These upgrades were completed in 2009 at a cost of approximately \$1.2 million.

In planning for the future replacement of the System, the TTC requested the establishment of a Designation Fund in our Fiscal Year (FY) 2008-09 proposed budget. However, the Chief Executive Office (CEO) denied that request due to the economic downturn and the overall state of the County's budget. Subsequently, the TTC's budget was cut significantly (over 30 percent), and no funds were available to set aside for a replacement system.

In September 2012, the TTC was notified by Wausau that several key components were reaching the end of their useful lives and an upgrade was required. Due to the interdependency of the components, the TTC discussed the need for upgrades with CORE and OPEX and determined that a complete upgrade, estimated at approximately \$2 million, was necessary to maintain functionality. Although the County's financial situation had begun to stabilize, funding for a total system replacement was not available and pursuing the upgrade was determined to be the best option.

The agreements with Wausau, CORE, and OPEX were previously on separate timelines with different expiration dates. On July 30, 2013, the TTC notified the Board of its intent to negotiate sole source agreements with these three vendors for the purpose of aligning the extensions of the three agreements, upgrading the systems, and providing the time necessary to conduct a competitive solicitation. Concurrently, as the economy improved, the TTC worked with the CEO to establish an ongoing Designation Fund for a total system replacement. The Designation Fund was to be funded over a three-year period beginning with the TTC's FY 2012-13 year-end fund balance. The Designation Fund has a current balance of \$5.6 million, and the balance of the projected \$8 million cost is expected to be funded over the next several fiscal years.

OPEX maintains the County-owned mail processing equipment that serves as the mechanical backbone of the Remittance Processing and Document Management System. The TTC has utilized its four year renewal options with OPEX under the existing sole source Contract and is seeking a term extension. The recommended action will extend the term through January 31, 2017, and include two optional one-year renewals for a total of four years.

In 2013 the TTC obtained the approval of the Board for the extensions of the agreements with Wausau and CORE, and the extension of the OPEX contract was discussed as the final component

to align all three agreement expiration dates to January 2019. The extensions, along with the Wausau and CORE upgrades, will ensure the viability and functionality of the current systems, allow the time necessary to evaluate all replacement options, and provide the time necessary to set aside the necessary financial resources. To this end, a competitive solicitation for a replacement of the entire integrated system will be released in 2016.

### **Implementation of Strategic Plan Goals**

The Maintenance and Support Services of the County-owned equipment provided by the Contract amendment is in accordance with the TTC's approved Business Automation Plan. Successful performance and support of the System will also meet the County's Strategic Plan Goal of Operational Effectiveness (Goal1).

### **FISCAL IMPACT/FINANCING**

The maximum contract amendment sum of \$291,209 includes \$82,000 for year one and \$102,209 for year two. Additionally, \$107,000 will be allocated for available funds for Change Notices throughout the extension periods. Year one funding has been included in the proposed FY 2015-16 Budget for the continuation of equipment maintenance and repair services. Funding will be included in the TTC's budget requests for subsequent FYs for Maintenance and Support Services.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On December 19, 2006, your Board approved a four-year sole source agreement with authorization for the TTC to enter into three optional one-year renewals with Wausau for the Maintenance and Support Services of the System. The Wausau System utilizes OPEX equipment to process mail and other documents. Wausau is not authorized to maintain OPEX equipment and therefore, a separate agreement with OPEX for equipment maintenance was necessary.

Consequently, on April 3, 2007, your Board approved a four-year sole source contract with OPEX for Maintenance and Support Services. The TTC has utilized all four-year renewal options under the existing contract and is recommending a term extension with OPEX as part of the implementation plan previously discussed.

The recommended Amendment (Attachment I) contains new required provisions pertaining to compliance with the Cancellation of or Changes in Insurance and Time Off For Voting. Amendment Number Two has been reviewed and approved as to form by County Counsel.

In accordance with your Board's Policy Number 5.100, Sole Source Contracts, the Sole Source Checklist is attached as Attachment II. The Notice of Intent to negotiate sole source agreement extensions with Wausau, CORE, and OPEX was previously delivered to your Board on July 30, 2013.

The agreement contains all Board and legally required provisions.

This is not a Proposition A Contract due to the technical nature of the services provided and therefore, is not subject to the Living Wage Program (County Code Chapter 2.201).

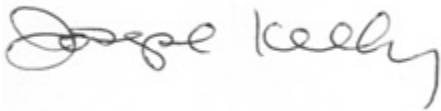
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There is no impact on current services. Approval of the Contract will ensure uninterrupted equipment Maintenance and Support Services for the County-owned equipment.

**CONCLUSION**

Instruct the Acting Executive Officer-Clerk of the Board to return two signed originals of the Amendment Number Two and one adopted stamped Board letter to the TTC.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Joseph Kelly". The signature is fluid and cursive, with the first name "Joseph" written in a more compact, looped style and the last name "Kelly" written in a more open, flowing style.

Joseph Kelly  
Treasurer and Tax Collector

JK:KK:EVT:CA:lc

Enclosures

c: Interim Chief Executive Officer  
County Counsel

**AMENDMENT NUMBER TWO  
TO CONTRACT NUMBER 76070 FOR MAINTENANCE AND SUPPORT SERVICES  
OF OPEX CORPORATION MAIL PROCESSING EQUIPMENT**

This Amendment Number Two, dated as of March 17, 2015, (together with all Exhibits, Schedules, and Attachments hereto, "Amendment Number Two") to Contract Number 76070 (as defined below) is entered into by and between the County of Los Angeles ("County") and OPEX Corporation, a New Jersey corporation ("Contractor"), to provide equipment Maintenance and Support Services based on the following recitals:

**WHEREAS**, County and Contractor have entered into that certain Contract Number 76070, dated as of April 3, 2007, (together with all Exhibits, Schedules and Attachments thereto, all as amended from time to time, "Contract") for mail processing equipment that supports the County Treasurer and Tax Collector's ("TTC") remittance processing system, which includes mandated operations of collecting secured and unsecured property taxes. Initial capitalized terms used in this Amendment Number Two without definition have the meanings given to such terms in the Contract;

**WHEREAS**, County and Contractor entered into Amendment Number One to the Contract dated as of March 2011, that among other things described therein, extended the Contract for two years with two one-year option renewals;

**WHEREAS**, County and Contractor desire to amend the Contract to extend the current term of the Contract for the continued Maintenance and Support Services of the applicable mail processing hardware equipment, and to make such other changes described herein, all as further described in, and subject to the terms and conditions of this Amendment Number Two;

**NOW, THEREFORE**, in consideration of the foregoing recitals, all of which are incorporated as part of this Amendment Number Two, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor hereby agree as follows:

1. Amendment Number Two Effective Date. This Amendment Number Two shall be effective as of April 3, 2015, or the date first set forth above, whichever is later, and has been executed by an authorized officer of Contractor and has been approved by County's Board of Supervisors (Board).
2. Section 4.0 (Term of Contract). Amend the Contract to restate Section 4.0 (Term of Contract) in its entirety as follows:

**4.0 TERM OF CONTRACT**

- 4.1 This Contract is effective upon the Amendment Number Two effective date and shall continue through January 31, 2017, unless sooner extended or terminated, in whole or in part, as provided herein.

- 4.2 Contractor shall invoice the County in advance on an annual basis each year during the Contract Term. The County agrees that Contractor's invoice for year two shall serve as notice to the County of this Contract's expiration.
- 4.3 The County shall have the option to extend the Contract Term for up to two additional one-year extensions, for a maximum total Contract Term of four years. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee. Any extension shall be subject to Contractor's rates set forth in the revised Exhibit B amended in accordance with this Amendment Number Two.

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract Term extension option.

- 3. Section 5.0 (Contract Sum). Amend the Contract to restate Subsection 5.1 (Contract Sum) in its entirety with the following:

#### **5.0 CONTRACT SUM**

- 5.1 The Contract Sum under this Contract shall be the total monetary amount payable by the County to Contractor for supplying all the tasks, subtasks, deliverables, goods, services, and other work requested and specified under this Contract in accordance with the amounts set forth in the revised Exhibit B, Equipment and Pricing Schedule, amended in accordance with this Amendment Number Two. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein or in a Change Notice or Amendment.

- 4. Subsection 7.5.1 (Background and Security Investigations). Amend the Contract to restate Subsection 7.5.1 (Background and Security Investigations) in its entirety with the following:

- 7.5.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by the County in the County's sole discretion, may be required to undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include state, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

5. Subsection 8.11 (Consideration of Hiring GAIN/GROW Program Participants). Amend the Contract to restate the Subsection 8.11 (Consideration of Hiring GAIN/GROW Program Participants) in its entirety with the following:

**8.11 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS**

- 8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) to obtain a list of qualified GAIN/GROW job candidates.
- 8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

6. Subsection 8.23.3 (Failure to Maintain Coverage). Amend the Contract to restate Subsection 8.23.3 (Failure to Maintain Insurance) in its entirety with the following:

**8.23.3 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

7. New Subsection 8.23.7 (Cancellation of or Changes of Insurance). Amend the Contract to add Subsection 8.23.7 (Cancellation of or Changes of Insurance) as follows:

**8.24.3 Cancellation of or Changes in Insurance**

Contractor shall provide the County with, or Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least

ten days in advance of cancellation for non-payment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8. New Subsection 8.50 (Time Off for Voting). Amend the Contract to add new Subsection 8.50 (Time Off for Voting) as follows:

**8.50 TIME OFF FOR VOTING**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

9. Exhibit B (Equipment and Pricing Schedule Revised under Change Notice Six). Replace Exhibit B (Equipment and Pricing Schedule Revised under Change Notice Six) to the Contract with the attached revised Exhibit B (Equipment and Pricing Schedule Revised under Amendment Number Two).
10. No Other Amendments; Effect on Contract. Except as expressly provided in this Amendment Number Two, all other terms and conditions of the Contract shall remain the same and in full force and effect.
11. Authority. Contractor and the persons executing this Amendment Number Two on behalf of Contractor hereby represent and warrant that the person executing this Amendment Number Two for Contractor is an authorized agent who has the actual authority to bind the Contractor to each and every item, condition, and obligation of the Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.
12. Governing Law. This Amendment Number Two shall be governed by and construed in accordance, with the laws of California State applicable to agreements made and to be performed within California State.



IN WITNESS WHEREOF, the Board of Supervisors (Board) of the County has caused this Amendment to be subscribed by its Mayor and the seal of such Board to be affixed and attested by the Acting Executive Officer, and Contractor has caused this Amendment to be subscribed on its behalf by its duly authorized officers, as of the Amendment Number Two Effective Date.

COUNTY OF LOS ANGELES

By Mike Antonovich  
Mayor, Board of Supervisors

CONTRACTOR  
OPEX Corporation

By [Signature]  
Signature  
Winnie W. Chow  
Print Name  
Asst. Dir., Corp. & Legal Affairs  
Title

ATTEST:

PATRICK OGAWA  
Acting Executive Officer  
Board of Supervisors

By: Carla Little  
Deputy



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

PATRICK OGAWA  
Acting Executive Officer  
Clerk of the Board of Supervisors

By: Carla Little  
Deputy

APPROVED AS TO FORM:

MARK J. SALADINO  
County Counsel

By: Samuel Pancher  
Deputy County Counsel

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16. MAR 17 2015

Patrick Ogawa  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

76070  
Supplement No. 2

EXHIBIT B  
EQUIPMENT AND PRICING SCHEDULE

**MAINTENANCE PRICING SCHEDULE 4/3/15 - 1/31/19**

MACHINE DESCRIPTION	COST YEAR 1 (4/3/15 - 1/31/16)	COST YEAR 2 (02/01/16 - 1/31/17)	COST YEAR 3 (2/01/17 - 1/31/18)	COST YEAR 4 (2/01/18 - 1/31/19)	TOTAL
<b>Model 51</b>					
Serial # 15294	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15295	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
<b>Model 72</b>					
Serial #17906	\$1,694.00	\$2,142.00	\$2,292.00	\$2,453.00	
Serial #17907	\$1,694.00	\$2,142.00	\$2,292.00	\$2,453.00	
<b>Model AS3600i</b>					
Serial #A0357	\$7,787.00	\$9,849.00	\$10,539.00	\$11,277.00	
Serial #A0358	\$7,787.00	\$9,849.00	\$10,539.00	\$11,277.00	
1D Barcode Annual License Fee	\$167.00	\$210.00	\$225.00	\$241.00	
1D Barcode Annual License Fee	\$167.00	\$210.00	\$225.00	\$241.00	
Window 7 Upgrade to A0357**					
Window 7 Upgrade to A0358**					
<b>Model AS7200</b>					
Serial #A02868	\$7,277.00	\$9,204.00	\$9,848.00	\$10,537.00	
Serial #A02869	\$7,277.00	\$9,204.00	\$9,848.00	\$10,537.00	
1D Barcode Annual License Fee	\$167.00	\$210.00	\$225.00	\$241.00	
1D Barcode Annual License Fee	\$167.00	\$210.00	\$225.00	\$241.00	
Data Matrix Barcode Annual License	\$187.00	\$237.00	\$253.00	\$271.00	
Data Matrix Barcode Annual License	\$187.00	\$237.00	\$253.00	\$271.00	
<b>MPE 7.5*</b>					
Serial #F036					
Base Machine	\$11,045.00	\$13,971.00	\$14,949.00	\$15,995.00	
Image Camera					
Image Camera					
Orienter	\$3,782.00	\$4,783.00	\$5,118.00	\$5,476.00	
Thick Stack	\$785.00	\$993.00	\$1,062.00	\$1,136.00	
Reorder	\$516.00	\$651.00	\$697.00	\$746.00	
Milling Cutter(position 2+3)	\$424.00	\$536.00	\$573.00	\$613.00	
SW-MPE7.5 Base	\$2,770.00	\$3,492.00	\$3,736.00	\$3,997.00	
Discount 7.5 Contract					
<b>Omaton 206</b>					
Serial #ZA01663	\$1,479.00	\$1,864.00	\$1,995.00	\$2,134.00	
<b>Omaton EV-2</b>					
Serial # 12759	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Model 51</b>					
Serial # 15962	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15963	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15964	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15965	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15966	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15967	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15971	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15972	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15973	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
Serial # 15974	\$1,741.00	\$2,195.00	\$2,349.00	\$2,513.00	
<b>Weekend On Demand**</b>	\$0.00	\$0.00	\$0.00	\$0	
<b>Holiday on Demand** (Good Fri. Avail. 4/3/15 - 4/2/19)</b>	\$2,290.00	\$2,411.00	\$2,635.00	\$2,903	<b>\$10,239.00</b>
<b>Annual Total***</b>	\$78,541.00	\$98,745.00	\$105,717.00	\$113,196	<b>\$396,199.00</b>
<b>Proj. Max. Weekend Cost</b>	\$0.00	\$0.00	\$0.00	\$0	
<b>Max. One-Time Expense</b>	\$984.00	\$1,053.00	\$1,127.00	\$1,240	<b>\$4,404.00</b>
<b>Available Funds for Change Notices</b>					<b>\$107,000.00</b>
<b>GRAND TOTAL</b>	<b>\$81,815.00</b>	<b>\$102,209.00</b>	<b>\$109,479.00</b>	<b>\$117,339.00</b>	<b>\$410,842.00</b>

\* There are multiple components to this machine.

\*\* Plus an hourly rate and mileage as shown on page 2.

\*\*\*Annual total cost includes all labor and parts (excluding consumables) for each machine.

EXHIBIT B  
EQUIPMENT AND PRICING SCHEDULE

ATTACHMENT IA  
Revised under Amendment Number Two

**I. Annual Maintenance Schedule**

Machine Type	Models 51 & 72	Models AS3600i & AS7200	MPE 7.5
Demand	Unlimited	Unlimited	Unlimited
Response Time	4 Hours	4 Hours	2 Hours
Preventive	12	6	12

Projected Maximum Weekend On Demand Cost	Total
<del>Year 1 - \$195.00 per hour and \$0.39 ea. mile</del>	<del>\$6,290</del>
<del>Year 2 - \$204.75 per hour and \$0.41 ea. mile</del>	<del>\$6,605</del>
<del>Year 3 - \$220.00 per hour and \$0.44 ea. mile</del>	<del>\$7,068</del>
<del>Year 4 - \$236.00 per hour and \$0.48 ea. mile</del>	<del>\$7,563</del>
<del>Year 5 - \$260.00 per hour and \$0.53 ea. mile</del>	<del>\$8,320</del>
<b>Total</b>	<b>\$35,846</b>


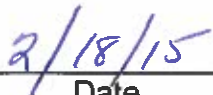
Projected Maximum Holiday On Demand Cost (Good Friday only)	Total
<del>Year 1 - \$195.00 per hour and \$0.39 ea. mile (\$400av</del>	<del>\$2,179</del>
<b>Year 1 - \$205.00 per hour and \$0.41 ea. mile(\$420av</b>	<b>\$2,290</b>
<b>Year 2 - \$220.00 per hour and \$0.44 ea. Mile(\$450av</b>	<b>\$2,411</b>
<b>Year 3 - \$236.00 per hour and \$0.48 ea. mile(482ava</b>	<b>\$2,635</b>
<b>Year 4 - \$260.00 per hour and \$0.53 ea. Mile(531ava</b>	<b>\$2,903</b>
<b>Total</b>	<b>\$10,239</b>

**II. W7 upgrade One-Time Expense**

<del>Work Performed to Upgrade 2 AS3600- computers to Windows 7(A17-A18).</del>	<b>\$10,000</b>
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## SOLE SOURCE CHECKLIST

Amendment Number Two to the Mail Processing Equipment Contract  
with OPEX Corporation

*Check (√)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b>
	Identify applicable justification and provide documentation for each checked item.
√	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation).
	➤ Proposals have been solicited, but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
√	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
√	➤ It is in the best interest of the County e.g., administrative cost savings, excessive learning curve for a new service provider, etc.
	➤ Other reason. Please explain:
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="text-align: center;">               _____              Chief Executive Office           </div> <div style="text-align: center;">               _____              Date           </div> </div>	